

Minimum requirements for use of electronic signatures
on plans and Specifications:

Prior to affixing electronic signatures on the plans and specifications, each licensed architect or engineer (design professional) shall fill-out and wet sign an electronic signature authorization release letter. The following information should be provided within the release letter:

- Letter should contain an applicable address
- Project Designation/Name and all applicable Project Identification Numbers (including phase or phases)
- Description of Work
- Name of Licensed Personnel
- State of Registration
- Registration Number
- Expiration Date
- Sheet Numbers (or applicable design sections or sections, (i.e. all structural project sheets and specifications, etc.) for which electronic signature is authorized
- Signature of Licensed Personnel and Date of Signature